



Athabasca University

Faculty of Health Disciplines

Post-LPN Bachelor of Nursing Practice Guide

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Land acknowledgement

Athabasca University respectfully acknowledges that we live and work on the Traditional Lands of the Indigenous Peoples (First Nations, Inuit, Métis) of Canada. We honour the ancestry, heritage, and gifts of the Indigenous Peoples and give thanks to them.

Using this guide

Nursing practice courses are a significant part of your program. This guide has been developed to help you understand what these courses require, how to prepare, how to sign up for and register, how to be successful, and who to contact when you need help. It is important that you read this guide carefully to understand your responsibilities and requirements, and the resources and supports available to you. This includes the appendices at the end of this guide. Here you will find a checklist of the required pre-placement documents for NURS 401, NURS 437, and NURS 441 ([Appendix A](#)), as well as important information regarding carpooling and insurance coverage ([Appendix B](#)). There is also *course at a glance* summary pages that will detail key information and deadlines for each nursing practice course ([Appendix C](#)), and the answers to frequently asked questions (FAQs) ([Appendix D](#)).

Your responsibilities and requirements

All Post-LPN Bachelor of Nursing (Post-LPN BN) learners must comply with all requirements listed in this guide. Please carefully review the contents, including the linked resources, as well as the [Specific Regulations](#) for the Post-LPN BN program.

You must maintain proof of active licensure with the [College of Licensed Practical Nurses of Alberta \(CLPNA\)](#) throughout your program. This is an external regulatory requirement for Athabasca University to offer the Post-LPN BN program.

You must be prepared to demonstrate the knowledge and/or practice experience outlined in the [2020 Standards of Practice for Licensed Practical Nurses in Canada](#) and the [Code of Ethics for Licensed Practical Nurses in Canada](#) as you register in a nursing practice course. It is important to consider that this is a *post* program, rather than a *bridging* program. Practical nursing graduates complete additional university courses and then start Year 3 of a traditional nursing baccalaureate program in bridging programs. The *post* program pathway requires fewer practice courses because all learners have more than a full-time year of Licensed Practical Nurse (LPN) work experience and attest to maintaining their knowledge and practice skills through licensure with CLPNA. Learners are responsible for all self-remediation related to CLPNA standard of practice competencies. There is no time in the limited required practice hours to re-teach practical nursing content. This includes safe medication administration (all routes, oral, intramuscular, subcutaneous, intravenous infusions), head-to-toe assessments, sterile technique, wound care, urinary catheter insertions, professional communication, and interdisciplinary practice etc.

You must also review the [College of Registered Nurses of Alberta \(CRNA\) Requisite Skills and Abilities for Becoming a Registered Nurse in Alberta](#) before adding your name to the nursing practice Course Eligibility List. You must be able to meet all the requisite skills and abilities and the [CRNA entry-to-practice competencies](#). If you have any concerns that may impact your ability to meet these requirements, you must contact [Accessibility Services](#) and the BN Practice Lead.



Everyone is expected to adhere to the [College of Registered Nurses of Alberta \(CRNA\) Entry Level Competencies for the Practice of Registered Nurses](#) and the [Code of Ethics](#) in all courses and interactions throughout the program. Review the Faculty of Health Disciplines [Clinical Placement Misconduct Policy](#) as well.

Learners are responsible for all costs associated with health and safety requirements, insurance (travel, health, and vehicle), parking, meals, travel, and accommodation for program activities.

All communications regarding practice placements will be sent to your AU email address only. Please only use your AU email account and include your AU student ID each time you reach out to us.

Supports and resources

Supports within the Faculty of Health Disciplines

Our **academic advising team** provides support with degree planning, course sequencing, program regulation requirements, and end-of-program documentation: fhdundergradadvising@athabascau.ca | 1-800-788-9041, ext. 6381.

Our **practicum administrator** answers questions regarding practice placements and placement preparation: fhdundergradpracticum@athabascau.ca.

Our **placement coordinators** answer questions about immunization requirements, placement preferences, and Connect Care access: bnclinicalplacement@athabascau.ca.

Our **BN practice lead** answers questions related to placement expectations, learner performance, feedback, remediation plans, and support regarding accommodation requirements during your nursing practice placements: bnclinicallead@athabascau.ca.

Your practice instructors provide support and guidance once you start your nursing practice courses.

Supports within Athabasca University

AU offers many different [student supports](#). It is important to familiarize yourself with them early so you know they are there if you need them.

The **advisors in Accessibility Services** provide helpful guidance regarding available services and individualized accommodations. The [Accessibility Services website](#) is a very helpful resource, and the Accessibility Advisors are available for one-on-one guidance sessions.

The **advisors in the Student Financial Aid office** provide you with guidance regarding part-time and full-time loan funding. The [Student Financial Aid website](#) is a helpful resource, particularly the [application process](#) page. It is very important for you to carefully plan months (or even years) in advance if you wish to access full-time loan funding during your nursing practice courses.



The **Athabasca University Students' Union** offers [health and wellness resources](#) that can be a helpful complement to other support resources.

Your nursing practice courses

You will complete three nursing practice courses in your program and one paced online course with synchronous video requirements.

The three in-person professional practice courses are:

- [NURS 401](#): **Professional Practice with Adults Experiencing Health Alterations**
- [NURS 437](#): **Professional Practice in Family and Community Health Promotion**, and
- [NURS 441](#): **Consolidated Professional Practice**.

The paced online course with synchronous video requirements is [NURS 435](#): **Mental Health Nursing**.

These courses will help you apply your knowledge and skills to achieve course objectives, program outcomes, and entry-level competencies.

Each course follows a set 4-month term schedule and cannot be taken in the same term.

[Professional Practice with Adults Experiencing Health Alterations \(NURS 401\)](#)

NURS 401 is an instructor-led, paced professional practice course with a blended format of online and in-person learning. It is offered three times per year:

Term	Sign-up date	Term dates
Fall	May 1	September 1 to December 31
Winter	September 1	January 1 to April 30
Spring/summer	January 2	April 1 to July 31*

*Please note that the NURS 401 spring term dates are earlier than the other nursing practice courses.

The in-person practice rotation is four consecutive weeks (8-hour shifts, days and/or evenings) Monday through Friday, with an instructor, on an acute care medical/surgical unit in Calgary or Edmonton.

There are several synchronous sessions with your instructor and group via an online video conferencing platform. **These sessions are mandatory.** The dates and details will be provided in advance by the **placement coordinators**.

An invigilated [Medication Safety and Calculation Assessment](#) is required, with the first attempt before the end of week one. The minimum passing grade is 80%; three attempts in the first month of the course, before the practicum begins. Learners who are unsuccessful in earning the minimum passing grade of 80% after three attempts will be assigned a grade of F and will not



continue in the course. There is no opportunity to withdraw from the course after the first assessment attempt.

NURS 401 is an intensive professional practice course, and it is critical to be sufficiently prepared. Self-remediation may be required, as noted above, especially for learners who are not currently working as a medical/surgical LPN. You will begin baccalaureate nursing student patient care with a one-patient assignment on the second day and are expected to care for three to four patients with minimal supervision by the final week.

[Mental Health Nursing \(NURS 435\)](#)

NURS 435 is a paced online course with **mandatory** synchronous video sessions. It is offered three times per year:

Term	Sign-up date	Term dates
Fall	May 1	September 1 to December 31
Winter	September 1	January 1 to April 30
Spring/summer	January 2	May 1 to August 31

The dates and details regarding the sessions will be provided by your instructor at the beginning of the course.

[Professional Practice in Family and Community Health Promotion \(NURS 437\)](#)

NURS 437 is an instructor-led, preceptored, paced professional practice course with a blended format of online and in-person learning. It is offered three times per year:

Term	Sign-up date	Term dates
Fall	May 1	September 1 to December 31
Winter	September 1	January 1 to April 30
Spring/summer	January 2	May 1 to August 31

The in-person practice rotation is four consecutive weeks in a community health nursing setting in Calgary, Edmonton, and/or surrounding rural areas with an RN preceptor(s). We make every attempt to place northern and rural Alberta learners close to their home communities; however, **you may be required to travel to the Edmonton or Calgary area. All learners may have to drive up to 125 km one way for their placement.** The four-week practice rotation usually occurs between weeks six and 14. **A vehicle is required for most placement sites.** Please carefully review the carpooling and insurance coverage information in [Appendix B](#).

There are several synchronous meetings with your instructor and group via an online video conferencing platform. **These meetings are mandatory, and you must rearrange your schedules to attend.** The dates and details will be provided in advance by the **placement coordinators**.

[Consolidated Professional Practice \(NURS 441\)](#)



NURS 441 is an instructor-led, preceptored, paced professional practice course with a blended format of online and in-person learning. It is offered three times per year:

Term	Sign-up date	Term dates
Fall	May 1	September 1 to December 31
Winter	September 1	January 1 to April 30
Spring/summer	January 2	May 1 to August 31

A minimum of 380 practice hours is required, under the guidance of an RN preceptor(s), and is typically completed in 10 consecutive weeks. Shifts vary in length and include days, evenings, nights, and weekends. **You must follow your preceptor's schedule.**

Be prepared to attend a virtual orientation within the first week of the course start date. The dates and details will be provided in advance by the **placement coordinators**.

All nursing theory courses must be completed (with final grades posted to DegreeWorks), with a minimum Program GPA of 3.0, before adding your name to the Course Eligibility List online. As well, at least two of NURS 401, NURS 435, and NURS 437 must be completed with the third course about to start.

If you take your final nursing theory course at the same time as your final Cluster B nursing practice course (this is common practice for learners seeking full-time loan funding), there will be a one-term / 4-month gap in your studies immediately before NURS 441. Please contact our advising team (fhdundergradadvising@athabascau.ca) for specific course sequencing guidance.

You may be eligible to request a specialty placement for NURS 441 if you meet the criteria:

- a minimum Program GPA of 3.7
- at least one year of current, applicable, acute care experience (e.g., learners without acute care pediatric experience will not be considered for the PICU or Pediatric Oncology)
- have completed NURS 401 before adding your name to the Course Eligibility List

Learners will be provided with more information about specialty placements after they have been advised of their list status for the upcoming term.

Connect Care

[Connect Care](#) is a single clinical information system that has been [implemented across Alberta](#). It serves as a central access point for complete and up-to-date patient information, common standards, and best healthcare practices.

Connect Care training is mandatory, and all learners are required to complete online e-training modules via Alberta Health Services' [MyLearningLink](#).

All learners in NURS 401 must complete two mandatory 8-hour in-person Instructor-Led Training (ILT) sessions, and this may be scheduled up to 14 days before starting your placement.



Learners in NURS 437 and NURS 441 will have in-person Instructor-Led Training (ILT) sessions; however, the training hours will vary based on placement location and Connect Care role requirements.

Learners in NURS 435 do not require Connect Care training.

Training days are scheduled by Alberta Health Services without input from Athabasca University. **There is no ability to change the date or time.** Learners are not permitted to reach out to AHS to change their dates — doing so is a breach of contract and will result in removal from the course.

Out-of-province learners will be required to travel to Alberta for training before the start of the practice placement. The training dates may not coincide with your practice placement dates. AHS attempts to schedule training within 14 days of your practice dates; however, this is not guaranteed. There may also be short notice of these training dates.

Your placement may also be canceled (no option to withdraw) if you miss ILT training and/or do not pass the Simulated End User Proficiency Assessment (SEUPA) by the third attempt.

ILT dates will only be changed due to illness or emergencies. Please contact bnclinicalplacement@athabascau.ca immediately in such events. You may have to postpone the practice course to another term if there are no training sessions available before your practicum portion starts.

Please note: Information on Connect Care training will be sent to you via your AU email address, your AHS email address (if you are an AHS employee), and/or on your [MyLearningLink](#) page through your AHS login (whether you are, or are not, an AHS employee).

Please review the following Connect Care resources:

- AHS's [MyLearningLink](#)
- [Connect Care Onboarding Guide](#)
- [Connect Care frequently asked questions](#)
- [Connect Care Manual](#)

Planning for your nursing practice courses

The nursing practice preparation process is complex, and learners may be surprised by how long each step can take. It is important to plan and to ensure that you understand how each step works. We recommend that you start planning for practice courses when you meet the prerequisites for [NURS 250](#).

Your program is divided into three clusters:

- **Cluster A:** nine foundational courses,
- **Cluster B:** nine nursing theory courses, two paced online courses with synchronous video requirements, two nursing practice courses, and
- **Cluster C:** one consolidated practice course (final preceptorship).



Once you have completed all Cluster A courses and have achieved a Program GPA of at least 3.30 (B+ average), you may progress onto [NURS 250](#), the first Cluster B course. At that point, you should start taking the prerequisites for the nursing practice courses.

Nursing practice course	Prerequisites courses	Program GPA
NURS 401	NURS 250 , NURS 328 , and NURS 400	Minimum 3.0
NURS 435	NURS 250 , NURS 328 , and NURS 436	
NURS 437	NURS 250 , NURS 328 , NURS 436 , and NURS 434	
NURS 441	All nursing theory courses and at least two Cluster B nursing practice courses	

Prerequisites must be completed four to six months before you intend to start your nursing practice course, and you must add your name to the Course Eligibility List four months before your intended nursing practice course start date. Please see the dates listed in the *Signing up for nursing practice* courses section below. This four-month sign-up process is necessary because of the significant administrative work and planning that must go into setting up each placement, and healthcare partner request timelines.

Each nursing practice course is four months long, and they cannot be taken at the same time. This means that **it takes a minimum of 16 months to complete NURS 401, NURS 435, NURS 437, and NURS 441**, if they are taken consecutively. Please note that sequential placements cannot be guaranteed.

It will take multiple years to progress from NURS 250, the first Cluster B nursing theory course, to NURS 441 (Cluster C), the final preceptorship nursing practice course. This is due to the timelines around course completion (considering all nursing theory courses and associated prerequisites, nursing practice course sign-up, and placement availability).

Please remember that leaving all nursing practice courses until the end of the program will cause delays in program completion and may lead to the inability to complete all program requirements by your program end date.

Signing up for nursing practice courses

Nursing practice courses are offered three times per year, as they must follow a regular term basis, unlike individualized study courses. Learners are assigned and granted permission to register based on placement availability.

[Preparing for your nursing practice courses](#) in Brightspace will be your nursing practice preparation portal.

Here, you will add your name to the Course Eligibility List on a set sign-up date, as long as you have completed the required prerequisites (**with final grades displaying in DegreeWorks by 4:30 p.m. (Mountain) on the last business day before the sign-up date**).



Adding your name to the Course Eligibility List informs us that you wish to be considered for a placement in the upcoming term.

The three sign-up dates per year are **May 1** (for a fall placement), **September 1** (for a winter placement), and **January 2** (for a spring/summer placement). The sign-up window is open 24 hours (from midnight until 11:59 p.m. (Mountain) on each of those dates).

Term	Sign-up date (midnight to 11:59 p.m. (Mountain))	Sign up through
Fall	May 1	Preparing for your Nursing practice courses in Brightspace
Winter	September 1	
Spring/Summer	January 2	

Each nursing practice course has specific prerequisites that must be completed before you are eligible to sign up online, including a minimum Program GPA of 3.0.

You may be surprised how far in advance you must complete your prerequisite requirements. This timeline is necessary because of the tremendous administrative complexity involved in establishing and allocating placements. You must satisfy all eligibility criteria to be considered for a placement.

We recommend that you complete prerequisites **4 to 6 weeks** prior to the sign-up date. This allows time for marking and grade processing and provides flexibility in the event that you need to write a [supplemental exam](#). Please review [AU's service standards](#) for more information regarding marking timelines.

Term	Aim to complete your prerequisites by	Final grades must be displaying on DegreeWorks by 4:30 p.m. (Mountain) on
Fall	Mid-March to early April	the last business day before May 1
Winter	Mid-July to early August	the last business day before September 1
Spring/summer	Mid to late November	the last business day before the winter holiday closure

How the placement process works

The Faculty of Health Disciplines conducts eligibility reviews over a two-to-three week period after the sign-up window closes. Eligible learners will be assigned to a placement list or a waiting list.

Approximately 70% of seats are assigned according to program end date and the remaining 30% according to comprehensive prioritization factors, such as previous sign-up attempts, degree progression, etc. The Faculty of Health Disciplines carefully monitors learners' records, and this approach is data informed.

Our practicum administrator will send an email to your AU learner email address, approximately three weeks after the sign-up window closes. Eligible learners will either be assigned a seat on a



placement list or a waiting list. Those who are not eligible will receive an email detailing the rationale and further direction.

Given the flexible nature of the Post-LPN BN program, the demand for nursing practice courses is unpredictable and varies each term. The availability of placements is dependent on our healthcare partner sites' capacity. This is also unpredictable and varies each term. Our waiting lists are dynamic and subject to change as we continuously work to establish as many placements as possible each term on an ongoing basis. **There are no guarantees that learners will receive nursing practice placements in the term, location, dates, or settings of their choice based on this complexity.**

Learners are not authorized to contact placement sites, including reaching out to management/managers, clinical educators, or staff to try to request or arrange their own nursing practice placements. Athabasca University is bound by the terms of Post-Secondary Placement Agreements that stipulate placement requests must be arranged by the educational institution only. **Learners who contact placement sites without authorization will be removed from Course Eligibility Lists.**

Submitting your pre-placement documentation

All three professional practice courses (NURS 401, NURS 437, and NURS 441) require pre-placement documentation, which must be submitted through the [Preparing for your Nursing practice courses](#) portal in Brightspace, before registration approval can be granted.

Once learners have been notified via email that they are on a placement list or a waiting list, they must submit all required documentation. The full list of required documentation is in [Appendix A](#).

NURS 435 does not require pre-placement documentation.

You must submit your documentation through [Preparing for your nursing practice courses](#) in Brightspace.

This documentation must be uploaded to the submissions folder by the term-specific submission deadline:

Term	Pre-placement documentation submission deadline
Fall	July 10
Winter	November 10
Spring/summer	February 10 for NURS 401 March 10 for NURS 437 and NURS 441



You will not receive reminders regarding your document submissions. The submissions will be shown as Complete if they meet the requirements; additional follow-up with instructions will be provided in the *Feedback* area if required.

Please do not email or call to ask whether documents have been checked or to indicate that you have submitted/resubmitted specific documents.

You will be removed from consideration for a nursing practice placement if there are any outstanding requirements after the dates listed above.

NURS 441, the final preceptored practice course, has additional pre-placement requirements. You will receive further details once you have been assigned to the placement list or the waiting list for the upcoming term.

Please note that there are additional criteria if you wish to be considered for specialty area placement. These criteria include having a minimum Program GPA of 3.7, having completed NURS 401 prior to sign up, and having more than one year of current acute care experience applicable to the request (e.g., learners without acute care pediatric experience will not be considered for PICU or Pediatric Oncology).

Receiving a placement and registering in a nursing practice course

Nursing practice course confirmation and registration approval will be provided via email by the practicum administrator. **Being on the placement list does not guarantee that a placement space will be available for registration. There may be terms when our healthcare agency partners cannot support all requests.**

The registration approval will not be sent until immediately prior to **August 10, December 10, and April 10 (March 10 for NURS 401)**. This timeline is necessary because all placements must be finalized with our healthcare agency partners before registration can be granted.

Communications are only sent to your AU email address. It is your responsibility to monitor your AU email account regularly, as the timeframe may be short. Late registrations cannot be accommodated, so please check your AU account regularly, including on registration day.

Please be patient and do not reach out regarding placement confirmations, nor register via your myAU student portal (as used for nursing theory courses) for NURS 401, NURS 435, NURS 437, or NURS 441. Responding to these inquiries takes time away from organizing and confirming nursing practice placements.

If a nursing practice placement cannot be granted in the desired term

While we do everything possible to establish the maximum number of placements each term, we cannot guarantee that all interested learners will receive a placement. Athabasca University does not deliver its placements; instead, we rely on healthcare agency partner sites to support our placement requests.



Learners who do not receive a placement are encouraged to sign up for the following term. We carefully monitor student records, including nursing practice sign-up attempts, and previous sign-up attempts are taken into consideration as one of many comprehensive prioritization factors when placement list and waiting list allocations are made.

Withdrawing from nursing practice courses

Significant life events can come up unexpectedly, and you may need to withdraw from a nursing practice course.

It is important to note that the withdrawal policies for professional practice courses and paced online courses are different from individualized study courses. Therefore, we recommend that you carefully review the applicable withdrawal policies and ensure that you are prepared to undertake the course.

Nursing practice course	Course delivery mode	Applicable withdrawal policy
NURS 401, NURS 437, and NURS 441	Practicum	Withdrawal from nursing professional practice (clinical) courses
NURS 435	Paced online	Withdrawal from paced online study nursing courses

Learners who withdraw from a nursing practice course may be required to re-register in the same course as their next nursing practice course. This decision will be at the discretion of the program director and will be communicated at the time of the withdrawal.

Supporting success in nursing practice placements

Nursing practice courses are a crucial part of your program that will empower you to develop the integrated knowledge, skills, judgement, and attributes required to practice competently, safely, and ethically at the baccalaureate nursing level.

Your instructors, the BN practice lead, and the program director are here to support you through your nursing practice journey, before, during, and after your placement. Athabasca University provides many levels of resources and support.

It is very important that you are fully engaged with the course from the first day. This includes reviewing the course content, connecting with your instructor and peers, utilizing available resources and supports and taking proactive steps to support your learning.

Important considerations for NURS 401

Carefully review the NURS 401 course syllabus to understand what is required to be successful in the *one* acute care practice course in our *Post* program. Learners are expected to self-remediate in any area where their knowledge and skills are not at the CLPNA full scope of LPN practice. It is important to consider that bridging programs and regular baccalaureate programs require more practice courses than a post-program.



When success needs additional support

Anecdotal notes and learning plans are the first steps in providing structured support toward success. They are developed in partnership between the instructor and learner and clearly outline what must happen to meet the course learning outcomes and entry-to-practice competencies, learner remediation plans, and the required timelines. The initiation of an anecdotal note is not punitive, nor does it mean that a learning contract will follow.

Learning contracts support learner success by transparently documenting and communicating ongoing concerns about performance and not meeting learning plan outcomes. This documentation ensures both the learner and the instructor fully understand what actions need to be taken to meet the course learning objectives and the entry-to-practice competencies.

When success is not achieved

Nursing practice courses are a vital component of nursing education, providing learners with the opportunity to apply baccalaureate nursing theoretical knowledge in real-time healthcare settings. The successful completion of nursing practice courses is essential for meeting program competencies and ensuring that graduates are adequately prepared for professional baccalaureate nursing practice.

We take great care to support learners and to scaffold a path to success when learners struggle to meet course objectives; however, it is important to recognize that not all learners will successfully complete every nursing practice course and that not meeting the required expectations in course assignments and entry-to-practice competencies will result in a failing grade.

Learners may have the opportunity to repeat a failed NURS course. Please carefully review [Specific Regulation 4](#) in the Post-LPN BN program, which applies to all NURS courses, including nursing practice courses. Specific Regulation 4 outlines that learners who have achieved two failing grades in one or more NURS courses will be automatically withdrawn from the Post-LPN BN program, with no opportunity for re-admission. For questions about repeating NURS courses or about Specific Regulation 4, please contact our Undergraduate Advising team (fhdundergradadvising@athabascau.ca).



Appendix A: Pre-placement Documentation

NURS 401, NURS 437, and NURS 441 each require pre-placement documentation as part of the eligibility review process. We cannot grant registration approval to learners who have not successfully submitted all pre-placement documentation.

You are responsible for accurately completing and correctly submitting the required documents listed below to [Preparing for your nursing practice courses](#) in Brightspace, following all instructions outlined in the portal.

Plan accordingly to meet the submission deadlines, as some documents take time to request and receive:

Term	Pre-placement documentation submission deadline
Fall	July 10
Winter	November 10
Spring/summer	February 10 (NURS 401) March 10 (NURS 437 and NURS 441)

Please note that these deadlines are for learners to submit documents, not for staff to review and evaluate submissions.

Individual reminders are not sent to learners regarding document submissions. Learners must revisit their submissions to ensure they have been completed. Please be patient as staff work diligently to grade documents. If a document(s) is incomplete, feedback comments will be provided requesting resubmission.

Please do not email/call to ask whether documents have been checked or to indicate that you have submitted/resubmitted specific documents.

If a document expires during the upcoming planned nursing practice semester, i.e., Mask Fit Test, CPR, learners **MUST** renew well in advance of the expiry date and resubmit updated documentation to the submissions folder. **Reminders will not be provided.**

Any alteration or falsification of documents will be subject to Athabasca University's [Academic Misconduct Policy and Procedure](#).

Learners will be removed from being considered for a nursing practice course if there are any outstanding requirements after the dates listed above.



Required Document Checklist

Pre-placement Tasks and Documents Submissions

Part A — Unit 2 in [Preparing for your nursing practice courses](#)

Required Documents	
<input type="checkbox"/>	Athabasca University (AU) Student Oath of Confidentiality
<input type="checkbox"/>	Alberta Health Services (AHS) Confidentiality and User Agreement
<input type="checkbox"/>	HSPnet Consent Form
<input type="checkbox"/>	Respectful Workplaces, Harassment and Violence Certificate
<input type="checkbox"/>	Personal Protective Equipment (PPE) Certificate
<input type="checkbox"/>	Criminal Records Check (CRC) with Vulnerable Sector Check (VSC)

Part B — Unit 3 in [Preparing for your nursing practice courses](#)

Required Documents	
<input type="checkbox"/>	College of Licensed Practical Nurses of Alberta (CLPNA) Registration (Practice Permit)
<input type="checkbox"/>	Basic Life Support (BLS) Provider Certificate
<input type="checkbox"/>	N95 Mask Fit Test
<input type="checkbox"/>	Annual Influenza and Covid-19 Vaccines Documentation
<input type="checkbox"/>	Network Questionnaire for IT Access
<input type="checkbox"/>	Immunization Records
<input type="checkbox"/>	Ergonomics Training
<input type="checkbox"/>	Accu-Chek Training

Part C — Unit 4 in [Preparing for your nursing practice courses](#)

Required Documents	
<input type="checkbox"/>	Athabasca University (AU) Bachelor of Nursing ID Card (Submitted once per academic year after registering in the nursing practice course)



Appendix B: Carpooling and Insurance Coverage

Learners are required to have their own vehicle for travel required by practice sites (i.e., school and homecare visits) during NURS 437 and NURS 441.

Learners and supervisors are not covered under AU insurance for travel related to practicum. It is the responsibility of the learner to ensure that they have the appropriate insurance for travel related to their practicum activities.

Learners are responsible for all costs associated with health and safety requirements, insurance (travel, health, and vehicle), parking, meals, travel, and accommodation, etc. for program activities.

Athabasca University learners are not permitted to car share or carpool with Alberta Health Services employees during their placements in community or public health.

It is possible that AHS employees may not be insured to have learners in their vehicles for work-related purposes, and AU does not provide insurance for these purposes. If an accident were to occur, learners may not be covered under workers' compensation coverage.

Please carefully review page 13 of the [AHS Student Placement Frequently Asked Questions](#) sheet for further details. If you have any questions regarding insurance coverage, please contact our BN Practice Lead (bnclinicallead@athabascau.ca).

Please review [Workers' Compensation Board — Alberta's Student Coverage Worker Fact Sheet](#) for more information about student coverage.

You can access all [Worker's Compensation Board legislation](#) here.



Appendix C: Nursing Practice Courses at a Glance

NURS 401: Professional Practice with Adults Experiencing Health Alterations | Clinical course

[NURS 401](#) is an instructor-led, paced professional practice (clinical) course with a blended format of online and in-person learning.

You will be required to attend several synchronous meetings with your instructor and classmates via an online video conferencing platform. **These meetings are mandatory.** Dates and details regarding meetings will be provided in advance by the **placement coordinators**

There is a practice rotation of four consecutive weeks of 8-hour shifts Monday through Friday, with an instructor, on an acute care medical/surgical unit in Calgary or Edmonton.

Prerequisite requirements

[NURS 250](#), [NURS 328](#), and [NURS 400](#) must be completed (with final grades posted to DegreeWorks), along with a minimum Program GPA of 3.0, before adding your name to the Course Eligibility List online.

Important dates and deadlines

Term	Prerequisite final grades must be posted by 4:30 p.m. on	Sign up via Brightspace on	Submit pre-placement documents by	Placed learners will be emailed registration approval by	Term dates
Fall	The last business day before May 1	May 1	July 10	August 10	September 1 to December 31
Winter	The last business day before September 1	September 1	November 10	December 10	January 1 to April 30
Spring/ summer	The last business day before the winter holiday closure	January 2	February 10	March 10	April 1 to July 31 <i>NURS 401 is ineligible for full-time loan funding in the spring term because of these term dates.</i>

Withdrawing from NURS 401

If you must withdraw from NURS 401, please review the [Withdrawal from nursing professional practice \(clinical\) course](#) policy and contact our academic advising team (fhdundergradadvising@athabascau.ca).



NURS 435: Mental Health Nursing | Simulated lab course

[NURS 435](#) is a paced online course with synchronous video requirements.

You will be required to attend several synchronous meetings with your instructor and classmates via an online video conferencing platform. **These meetings are mandatory.** Dates and details regarding meetings will be provided by your instructor at the beginning of the course.

Prerequisite requirements and timelines

[NURS 250](#), [NURS 328](#), and [NURS 436](#) must be completed (with final grades posted to DegreeWorks), along with a minimum Program GPA of 3.0, before adding your name to the Course Eligibility List online.

Important dates and deadlines

Term	Prerequisite final grades must be posted by 4:30 p.m. on	Sign up via Brightspace on	Pre-placement documentation	Placed learners will be emailed registration approval by	Term dates
Fall	The last business day before May 1	May 1	Not required	August 10	September 1 to December 31
Winter	The last business day before September 1	September 1		December 10	January 1 to April 30
Spring/summer	The last business day before the winter holiday closure	January 2		April 10	May 1 to August 31

Withdrawing from NURS 435

If you must withdraw from NURS 435, please review the [Withdrawal from paced online study nursing course](#) policy and contact our academic advising team (fhdundergradadvising@athabascau.ca).



NURS 437: Professional Practice in Family and Community Promotion | Clinical course

[NURS 437](#) is an instructor-led, preceptored, paced practice course, with a blended format of online and in-person learning.

You will be required to attend several synchronous meetings with your instructor and classmates via an online video conferencing platform. **These meetings are mandatory, and you are expected to rearrange schedules as needed to attend.** Dates and details regarding the meetings and skills testing will be provided in advance by the **placement coordinators**

There is a practice rotation of four consecutive weeks with a RN preceptor(s) in a community health nursing setting in Calgary, Edmonton, and/or surrounding rural areas. We make every attempt to place northern and rural Alberta learners close to their home communities; however, **you may be required to drive up to 125 km each way for your placement.** The practice rotation usually occurs within weeks 6 and 14.

A vehicle is required for the clinical portion of NURS 437 for most placement sites. Please carefully review the carpooling and insurance coverage information in [Appendix B](#).

Prerequisite requirements and timelines

[NURS 250](#), [NURS 328](#), [NURS 436](#), and [NURS 434](#) must be completed (with final grades posted to DegreeWorks), along with a minimum Program GPA of 3.0 before adding your name to the Course Eligibility List online.

Important dates and deadlines

Term	Prerequisite final grades must be posted by 4:30 p.m. on	Sign up via Brightspace on	Submit pre-placement documents by	Placed learners will be emailed registration approval by	Term dates
Fall	The last business day before May 1	May 1	July 10	August 10	September 1 to December 31
Winter	The last business day before September 1	September 1	November 10	December 10	January 1 to April 30
Spring/ summer	The last business day before the winter holiday closure	January 2	March 10	April 10	May 1 to August 31

Withdrawing from NURS 437

If you must withdraw from NURS 437, please review the [Withdrawal from nursing professional practice \(clinical\) course](#) policy and contact our academic advising team (fhdundergradadvising@athabascau.ca).



NURS 441: Consolidated Professional Practice | final preceptored practice course

[NURS 441](#) is an instructor-led, preceptored, paced practice course, with a blended format of online and in-person learning. You will be required to complete a minimum of 380 practice hours under the guidance of an RN preceptor(s). Shifts vary in length and include days, evenings, nights, and weekends. **You must follow your preceptor's schedule.** Be prepared to attend a virtual orientation within the first week of the course start date. The date and time will be provided in advance by the **placement coordinators**.

A vehicle may be required for the practicum portion of NURS 441. Please carefully review the carpooling and insurance coverage information in [Appendix B](#).

Prerequisite requirements and timelines

All nursing theory courses must be completed (with final grades posted to DegreeWorks), with a minimum Program GPA of 3.0, before adding your name to the Course Eligibility List online. As well, at least two of [NURS 401](#), [NURS 435](#), and [NURS 437](#) must be completed with the third course about to start.

If you take your final nursing theory course at the same time as your final Cluster B nursing practice course (this is common practice for learners seeking full-time loan funding), there will be a one-term / 4-month gap in your studies immediately before NURS 441. Please contact our advising team (fhdundergradadvising@athabascau.ca) for specific course sequencing guidance.

Important dates and deadlines

Term	Prerequisite final grades must be posted by 4:30 p.m. on	Sign up via Brightspace on	Submit pre-placement documents by	Placed learners will be emailed registration approval by	Term dates
Fall	The last business day before May 1	May 1	July 10	August 10	September 1 to December 31
Winter	The last business day before September 1	September 1	November 10	December 10	January 1 to April 30
Spring/ summer	The last business day before the winter holiday closure	January 2	March 10	April 10	May 1 to August 31

Withdrawing from NURS 441

If you must withdraw from NURS 441, please review the [Withdrawal from nursing professional practice \(clinical\) course](#) policy and contact our academic advising team (fhdundergradadvising@athabascau.ca).



Appendix D: Frequently Asked Questions

If you have questions about degree planning, course sequencing, program regulation requirements, and end-of-program documentation, please reach out to our academic advising team (fhdundergradadvising@athabascau.ca).

If you have questions about nursing practice placements and placement preparation, please reach out to our practicum administrator (fhdundergradpracticum@athabascau.ca).

If you have questions about immunization, placement preferences, or Connect Care access, please contact our clinical placement coordinators (bnclinicalplacement@athabascau.ca).

Why do I need to pay for a yearly CLPNA practice permit?

One of the enrolment requirements for the AU Post-LPN BN program is regulated (practicing) licensure with the College of Licensed Practical Nurses of Alberta (CLPNA). Proof of active registration/licensure must be submitted at the time of application and maintained while completing the program. This is required of all Post-LPN BN learners, regardless of whether they are undertaking nursing practice courses yet or not. Learners will need to provide a copy of their practice permit as part of the clinical preparation process.

Why are professional practice (clinical) placements limited?

There are a finite number of placements in Alberta and across Canada. Nursing program placements include learners enrolled in Practical Nursing, Psychiatric Nursing, Baccalaureate Nursing and Nurse Practitioner programs. There are also other healthcare professional programs that require placements.

Why are NURS 401 and NURS 437 only offered in Alberta and not in other provinces?

Healthcare agency partners must provide placement opportunities for their local schools, followed by other schools in their province or territory. For example, an accepting agency in BC must first accept all learners attending BC post-secondary institutions, before considering out of province programs.

Why are spaces limited in NURS 435?

Even though NURS 435 is delivered online, there are faculty-to-student ratios that must be maintained to provide optimum student learning.

How are placement list selections made?

Learners may add their name to one Course Eligibility List. These lists have unlimited seats and will be open for 24 hours to allow learners to add their names.

The Faculty of Health Disciplines will assign learners to placement lists and waiting lists. Learners will receive notifications regarding the outcome of their sign-up attempt via email approximately three weeks after the sign-up date.



Approximately 70% of seats will be assigned according to program end date and approximately 30% of seats will be assigned according to comprehensive prioritization factors, such as previous sign-up attempts, degree progression, etc. The Faculty of Health Disciplines carefully monitors learners' records, and this approach is data informed.

Because Course Eligibility Lists will be open for 24 hours, the time at which learners add their name will not be a factor. It does not matter if you add your name at 12:00 a.m. (Mountain) or 11:55 p.m. (Mountain).

What lists are involved and when will I hear back about my status?

The **Course Eligibility List** is the list to which you will add your name on the sign-up date (September 1 for winter placements, January 2 for spring placements, and May 1 for fall placements), indicating that you are ready to undertake a nursing practice course and that you have completed the necessary prerequisites, with final grades posted to your academic record (DegreeWorks). It signals to us that you believe that you are eligible for a placement and that you wish to be considered for one.

The **placement list** is the list of learners who have been selected by the Faculty of Health Disciplines to prepare for an upcoming placement. Final placement confirmations will not be available until just before the course registration deadline.

The **waiting list** is the list of learners who have been selected by the Faculty of Health Disciplines to potentially receive a placement if seats become available. We are working to place as many waitlisted learners as possible.

You will receive an email notification to your AU learner address, approximately three weeks after the sign-up date from the practicum administrator to notify you of your status.

If I am not selected to be on a placement list, what are my next steps?

If you are not assigned to the placement list, you will be assigned a place on the waiting list, and we will provide you with further information via email a few weeks after the sign-up date.

Placement lists are dynamic and subject to change in the lead up to each term. It may be possible for some learners on a waiting list to receive a placement.

If I do not receive a placement for my nursing practice course of choice, will I be considered for any other available practice or simulated lab courses for which I am eligible?

It is possible; however, it is unlikely. The Faculty of Health Disciplines is closely monitoring all learners' records (including eligibility for alternative nursing practice courses), and there is no need for you to contact our office. We will provide guidance if/as it becomes appropriate.



Will I automatically be added to a waiting list if I wait for two terms?

No. Prioritization is very complex and involves many different factors. We will work to limit the time learners must wait for practice courses and NURS 435, which is why we are allocating approximately 30% of placement list spaces to learners based on comprehensive prioritization factors.

I only have nursing practice courses left to complete — what will happen to my student status if I cannot register in a nursing practice course for more than a year?

We have established an arrangement with the Office of the Registrar to enable learners in this situation to retain an [active student status](#). This arrangement applies only to learners who only have NURS 435 or nursing practice courses remaining, and it will not extend program end dates.

It is your responsibility to also monitor your status and to notify our office (fhdundergradadvising@athabascau.ca) if you anticipate that you may be at risk of becoming inactive.

I do not have an immediate program end date — do I have a chance of accessing a nursing practice course or NURS 435?

Yes. Learners with later program end dates may still be able to access nursing practice courses or NURS 435 because approximately 30% of spaces are allocated according to comprehensive prioritization factors.

Can I access full-time student loan funding for NURS 435 and nursing practice courses?

Please review the [Financial Aid and Awards](#) section of AU's website (specifically the [application process](#) page) and reach out to the Student Financial Aid office for further guidance (learnersupport@athabascau.ca).

If you wish to attempt to access full-time loan funding for NURS 435 or nursing practice courses, we strongly recommend that you submit Course Registration Plans for **4-month terms only**. NURS 435 and nursing practice courses cannot be guaranteed, and unfulfilled Course Registration Plans may impact current and future loan funding.

Nursing practice placements cannot be guaranteed until just before the registration deadline, which is the 10th of the month prior to the course start date (December 10 for winter, March 10 for spring NURS 401, April 10 for spring/summer NURS 435, NURS 437, and NURS 441, and August 10 for fall placements). These timelines can make it very difficult to access full-time loan funding, and we encourage learners to create contingency plans.

Please note that **NURS 401 is not full-time loan fundable in the spring term**, given that the term dates (April 1 to July 31) do not align with the full-time loan funding schedule.

